CONNECTICUT

SCHOOL REGISTER.

Dist. No. 2

—1901.—

STATE BOARD OF EDUCATION, 1901-1902.

The law of the State, requiring the keeping of a register by every teacher of a public school, is given below.

This register is provided at the expense of the State, as the law directs, in order that the records of school attendance, etc., may be kept on a uniform plan throughout the State, and especially that the reports required of the various school officers may be accurately compiled. *Completeness and accuracy* in making the entries *are of the highest importance.*

At the close of each term the teacher is to deliver the register to the School Visitors, after having filled it out as the law requires. *No salary can lawfully be claimed unless this regulation is complied with.*

Registers will be sent to teachers or committees who wish to retain a duplicate of the record.

Extracts from Title 35, General Statutes.

SECTION 2135.—Each board of school visitors * * * * shall prescribe rules for the management, studies, classification and discipline of the public schools, and, subject to the control of the State Board of Education, the text-books to be used ; shall, as a board, or by a committee by them appointed, examine all persons desiring to teach in the public schools, and give to those with whose moral character and ability to teach they are satisfied, if found qualified to teach reading, writing, arithmetic and grammar thoroughly, and the rudiments of geography and history, and of drawing if required by the board, a certificate either authorizing the holder to teach in any district in the town so long as desired, without further examination, unless specially ordered, or to teach in any such district during the ensuing term only, or to teach only in a district therein named during such term ; and if a person is examined in and found qualified to teach other branches besides those required in all cases, such branches shall be named in his certificate. They shall revoke the certificates of such teachers as shall at any time be found incompetent to teach or manage a school, or fail to conform to the requirements of the board ; shall, if the town so direct, employ the teachers for all its public schools, after consulting with the several district committees ; shall make proper rules for the arrangement, use and safe keeping of the district and high-school libraries provided in part by the State, and approve the books selected therefor.

SECTION 2221.—No teacher shall be employed in any school receiving any portion of its support from the public money, until he has received a certificate of approbation signed by a majority of the board of school visitors, or by all the committee by them appointed ; nor shall any teacher be entitled to any wages, so far as the same is paid out of any public money appropriated to schools, unless he can produce such certificate, dated previous to the opening of his school.

SECTION 2223 (as amended by Chapter XXI of Public Acts of 1895).—The teacher of every public school shall correctly keep the school register provided by the State in the manner and form required by the State Board of Education, and at the end of each school term and before said teacher shall leave such school, shall certify in writing to the correctness of the same, and immediately deliver the same to the secretary of the board of school visitors or town school committee or board of education of the town or district in which such school is located ; and no teacher shall be entitled to receive any pay unless such register shall have been kept and certified during the time for which any payment may be made.

A supply of school registers for the year, and the blank forms of returns, are forwarded annually to the School Visitors. If the supply of registers or blanks is not received, or is insufficient for the year, the School Visitors are to apply to the Secretary of the Board, Capitol, Hartford, stating the number and size of the registers wanted, or the number of blanks needed.

Mary Carpenter French
Record of her school teaching 1901

INFORMATION FOR TEACHERS.

ATTENDANCE.

The law reads as follows:

All parents and those who have the care of children shall bring them up in some honest and lawful employment, and instruct them or cause them to be instructed in reading, writing, spelling, English grammar, geography, and arithmetic. And every parent or other person having control of any child over *seven* and under sixteen years of age shall cause such child to attend a public day school regularly during the hours and terms while the public school in the district wherein such child resides is in session, *or while the school is in session where provision for the instruction of such child is made according to law by the board of school visitors, town school committee, or board of education of the town in which the child resides; unless the parent or person having control of such child can show that the child is elsewhere receiving regularly* thorough instruction during said hours and terms in the studies taught in the public schools. Children over fourteen years of age shall not be subject to the requirements of this section while lawfully employed to labor at home or elsewhere. But this *provision* shall not be construed *as permitting such children to be irregular in attendance at school while they are enrolled as scholars, or to exempt any child who is enrolled as a member of a school from any rule concerning irregularity of attendance which has been enacted or may be enacted* by the town school committee, board of visitors, or board of education having control of the school.

LABOR.

No child under fourteen years of age shall be employed in any mechanical, mercantile, or manufacturing establishment.

Any person who shall employ any child under fourteen years of age during the hours while the school which such child should attend is in session, and any person who shall authorize or permit on premises under his control any such child to be so employed shall be fined not more than twenty dollars for every week in which such child is so employed. Certificates of age should always be obtained if children are over thirteen and under sixteen years of age.

Teachers and school officers ought not to issue attendance certificates to children who desire to be employed. The only condition of employment is that they are fourteen years of age.

Parents must give correct ages to teachers to be recorded on pages 2–5.

If children were not born in the United States, and have not attended school in this State, the parent or guardian must have the date of birth recorded by the town clerk or registrar of births.

Certificates of age may be called for and run as follows :—

<div style="text-align:center">

CERTIFICATE OF AGE.

This Certifies, That it appears in the register of the   School in the   District

of the Town of   for the   Term of 190   that

was   years and   months old on the   day of   190

Signed,

Dated at   on this   day of   190

</div>

Blanks for these certificates will be furnished on application to the Secretary of the State Board of Education or its agents.

CHARLES D. HINE, *Secretary.*

DIRECTIONS.

1.— Record the date of the beginning and end of each term, and give the name of teacher, by filling in the blanks at top of pages 6, 7, etc.

2.—Write the date of Monday of each week.

3.—When a scholar enters school record the name, age and date of last birthday at once in the proper spaces on the attendance pages, 6, 8, etc. If a scholar enters after the beginning of the term, draw a line from the name to the date of entrance (thus :_____).

4.—At the opening of each session, call the roll, either audibly or mentally. Note every absence by a short perpendicular line in the space opposite the name and under the proper date. A line in the upper part of the space thus : │ should indicate absence in the morning session. A line in the lower part of the space, thus : │ absence in the afternoon session. If a scholar comes in after the opening of a session, indicate the *tardiness* by crossing the absence mark thus : ⊤ for the morning, or thus : ⊤ for the afternoon. If a pupil is dismissed before the close of the session it can be indicated thus : ⊥ for the morning, or thus : ⊥ for the afternoon. *A blank space indicates that the scholar was present.*

In the last column "S" of each week put the summary for the week.

5.—If a scholar leaves school before the close of the term, make a star, thus : ⊡ at the date of leaving, and on the same line state the cause of leaving, if known. *Transfers to other schools should be carefully noted.*

6.— On page 1, record the names of the School Visitors and Committees, and list of text-books prescribed by the Board of School Visitors.

7.— On the attendance pages, 7, 9, etc., at the close of the term, count and record in the columns at the right the number of days each scholar has been present and tardy.

8.—Especial care should be taken to obtain age and date of last birthday.

9.— On pages 2, 3, etc., enter the name and age, with date of last birthday, of every scholar who has attended during the term, (though he may have been present a half-day only), and the name of his parent or guardian. *This entry should be made as soon as the child enters school.* For any term after the first of school year, enter here only the names of those scholars who did not attend during a previous term. *Each name should appear on these pages, but should be entered once only for the year.* Mark in the columns headed "Fall Term," etc., the number of days' attendance each term, and the total for the year.

10.— Note that a certificate at foot of page must be signed *every month.*

11.— *Fill all the blanks on the last page.*

12.— Schools which have Record Books of their own can use them instead of this, provided they include all the items required.

NAMES OF SCHOOL VISITORS :

R E Webster
Howard Barber
Geo Towne
Elem C Borth
Henry Borth
Leon B Borth

TEXT-BOOKS PRESCRIBED BY BOARD OF SCHOOL VISITORS :

Raub's Arithmetic
Frye's Geography
Montgomery's History
Lippincott Reader's
Our Language

NAMES OF COMMITTEE :

Mr Frank Gordan

A record of the number of different scholars registered in the school year, with summary of attendance.

Great care should be given to ascertaining names of parents and actual ages of children. This register is a legal record of the ages of children.

Number.	NAMES OF BOYS.	AGE.		Date of last Birthday.	ATTENDANCE				NAME OF PARENT OR GUARDIAN.
		Yrs.	Mos.		Fall Term.	Winter Term.	Summer Term.	Total in the Year.	
1	Fred Harman	12	9	Dec. 13	54				Thomas Harman
2	George M. Horton	13	7	Feb. 14	47				Emmond B. Horton
3	Ralza E. Horton	9	11	Sept 30	56				„ „
4	Alonzo H. Esterbrook	12	7	Feb. 29	47				Calvin Esterbrook
5	John H. Esterbrook	9	5	April 11	31½				Calvin Esterbrook
6	Raymond R Esterbrook	5	2	July 13	4				„ „

The names and ages of children given above were obtained from the parents whose names are also given.

Attest: Mary D. Carpenter   Teacher.

A record of the number of different scholars registered in the school year, with summary of attendance.

Great care should be given to ascertaining names of parents and actual ages of children.   This register is a legal record of the ages of children.

Number.	NAMES OF GIRLS.	AGE.		Date of last Birthday.	ATTENDANCE.				NAME OF PARENT OR GUARDIAN.
		Yrs.	Mos.		Fall Term	Winter Term.	Summer Term.	Total in the Year.	
1	Myrtle M. Davidson	7	8	Jan. 22	57½				Eva A. Davidson
2	Edith G. Horton	7	4	May 31	57½				Emmond B. Horton
3	Luella D. Perry	9	11	Oct 8	56½				Mrs. J. Perry
4	Ruth L. Kendall.	9	3	June 20	39				Mr. N. Lawson
5	Christine Miller	8	9	Dec. 25	22				Mrs. J. Ethridge
6	Mary L. Esterbrook	14	0	Sept 14	21				Calvin Esterbrook

The names and ages of children given above were obtained from the parents whose names are also given.

Attest: Mary D. Carpenter *Teacher.*

See Directions on First Page, No. 9.

A record of the number of different scholars registered in the school year, with summary of attendance.

Great care should be given to ascertaining names of parents and actual ages of children. This register is a legal record of the ages of children.

Number.	NAMES OF BOYS.	AGE.		Date of last Birthday.	ATTENDANCE.				NAME OF PARENT OR GUARDIAN.
		Yrs.	Mos		Fall Term.	Winter Term.	Summer Term.	Total in the Year.	

The names and ages of children given above were obtained from the parents whose names are also given.

Attest : .... *Teacher.*

A record of the number of different scholars registered in the school year, with summary of attendance.

Great care should be given to ascertaining names of parents and actual ages of children. This register is a legal record of the ages of children.

Num-ber.	NAMES OF GIRLS.	AGE.		Date of last Birthday.	ATTENDANCE.				NAME OF PARENT OR GUARDIAN.
		Yrs.	Mos.		Fall Term	Win-ter Term.	Sum-mer Term.	Total in the Year.	

The names and ages of children given above were obtained from the parents whose names are also given.

Attest: _____ *Teacher.*

Record of attendance in the _No. 2_ district, for the term commencing _September 5_

Scholar's Number	NAMES OF SCHOLARS.	AGE.		Date of last Birthday.	FIRST MONTH.				SECOND MONTH.			
	Write date of Monday of each week.	Yrs.	Mos.		Sept 5 1st Week.	Sept 9 2d Week.	Sept 16 3d Week.	Sept 23 4th Week.	Sept 30 5th Week.	Oct. 7 6th Week.	Oct 14 7th Week.	Oct 21 8th Week.
1	Myrtie M. Davidson	7	8	Jan 22	2		5	5		4	6	6	1	5
2	Alonzo H. Esterbrook	12	7	Feb 29			5	5	4	9		5	5
3	John H. Esterbrook	9	5	April 11			5	5	5	9	5	5	5
4	Fred Harman	12	9	Dec. 13	2		5	5	5	9	5	5	5
5	Edith G. Horton	7	4	May 31	2		5	5	5	4	5	5	5
6	George M. Horton	13	7	Feb. 14	2		5	5	5				
7	Ralzu E. Horton	9	11	Sept 30	2		5	5	5	5	5	5	
8	Ruth L. Kendall	9	3	June 20	1		5	5	5	4	5	5	5
9	Christine Miller	8	9	Dec. 25	1	4	5	5	1	3	moved to	
10	Luella D. Perry	9	11	Oct. 8	2		5	5	5		5	6	5
11	Raymond R. Esterbrook	5	2	July 13								
12	Mary L. Esterbrook	14	0	Sept 14								

I certify that the above record is correct for the month ending _Sept 27_

Mary Carpenter Teacher.

I certify that the above record is correct for the month ending _Oct 25_

Mary Carpenter Teacher.

The sum of attendance can go in the

190 /, and ending *November 22* 190 /, taught by *Mary D. Carpenter*

	THIRD MONTH.				FOURTH MONTH.				FIFTH MONTH.				SUMMARY FOR TERM	
	Oct 28 9th Week.	*Oct 4* 10th Week.	*Oct 11* 11th Week.	*Nov 15* 12th Week.	13th Week.	14th Week.	15th Week.	16th Week.	17th Week.	18th Week.	19th Week.	20th Week.	No. of Days Attendance.	No. Times Tardy.
	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S		
	1 ½ 5		5	6									57½	
T	T T 6 1	T	4 T 1 1 5½ 1 1	T 13									47	16
	T T 5 1	T	4 T 1 1 5 1	6									51½	13
	T T 5	5 T T T 5 T		6									54	11
	T 1 1½	5 T	5	6									57½	5
T	T T 5	1 1	4 T 1 7	6									47	10
T	T T 5	5 T	4	6									56	6
	1 4 1 1 *	0											39	1
withford													22	
	T T 5	5 T T T 5 T T		6									56½	9
													4	
T	1 1 1 1 1 T 1 1 1 1 1 1	1 1 1 2 1 1	4										21	6

I certify that the above record is correct for the month ending *Nov. 22*
Mary Carpenter Teacher.
Saturday column of each week.

I certify that the above record is correct for the month ending
Mary Carpenter Teacher.

I certify that the above record is correct for the month ending
Teacher.

Record of attendance in the   district, for the term commencing

Scholar's Number	NAMES OF SCHOLARS.	AGE.		Date of last Birthday.	FIRST MONTH.				SECOND MONTH.			
	Write date of Monday of each week.	Yrs.	Mos.		1st Week.	2d Week.	3d Week.	4th Week.	5th Week.	6th Week.	7th Week.	8th Week.

I certify that the above record is correct for the month ending .... *Teacher,*

I certify that the above record is correct for the month ending .... *Teacher.*

The sum of attendances can go in the

190   , and ending   190   , taught by

THIRD MONTH.				FOURTH MONTH.				FIFTH MONTH.				SUMMARY FOR TERM	
9th Week.	10th Week.	11th Week.	12th Week.	13th Week.	14th Week.	15th Week.	16th Week.	17th Week.	18th Week.	19th Week.	20th Week.	No. of Days Attendance.	No. Times Tardy.
M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S		

I certify that the above record is correct for the   I certify that the above record is correct for the   I certify that the above record is correct for the

month ending ....   month ending ....   month ending ....

.... Teacher.   .... Teacher.   .... Teacher.

Saturday column of each week.

Record of attendance in the   district, for the term commencing

Scholar's Number	NAMES OF SCHOLARS.	AGE.		Date of last Birthday.	FIRST MONTH.				SECOND MONTH.			
	Write date of Monday of each week.	Yrs.	Mos.		1st Week.	2d Week.	3d Week.	4th Week.	5th Week.	6th Week.	7th Week.	8th Week.

I certify that the above record is correct for the month ending ....

.... Teacher.

I certify that the above record is correct for the month ending ....

.... Teacher.

The sum of attendances can go in the

190   , and ending   190   , taught by

THIRD MONTH.				FOURTH MONTH.				FIFTH MONTH.				SUMMARY FOR TERM	
9th Week.	10th Week.	11th Week.	12th Week.	13th Week.	14th Week.	15th Week.	16th Week.	17th Week.	18th Week.	19th Week.	20th Week.	No. of Days Attendance.	No. Times Tardy.

I certify that the above record is correct for the month ending _____

I certify that the above record is correct for the month ending _____

I certify that the above record is correct for the month ending _____

_____ Teacher.

_____ Teacher.

_____ Teacher.

Saturday column of each week.

Record of attendance in the   district, for the term commencing

Scholar's Number	NAMES OF SCHOLARS.	AGE.		Date of last Birthday.	FIRST MONTH.				SECOND MONTH.			
	Write date of Monday of each week,	Yrs.	Mos.		1st Week.	2d Week.	3d Week.	4th Week.	5th Week.	6th Week.	7th Week.	8th Week.

I certify that the above record is correct for the month ending . . . . Teacher.

I certify that the above record is correct for the month ending . . . . Teacher.

The sum of attendances can go in the

190 , and ending   190 , taught by

THIRD MONTH.				FOURTH MONTH.				FIFTH MONTH.				SUMMARY FOR TERM	
												No. of Days Attendance.	No. Times Tardy.
9th WEEK.	10th WEEK.	11th WEEK.	12th WEEK.	13th WEEK.	14th WEEK.	15th WEEK.	16th WEEK.	17th WEEK.	18th WEEK.	19th WEEK.	20th WEEK.		
M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S		

I certify that the above record is correct for the month ending ....

.... Teacher.

Saturday column of each week.

I certify that the above record is correct for the month ending ....

.... Teacher.

I certify that the above record is correct for the month ending ....

Teacher.

Record of attendance in the   district, for the term commencing

Scholar's Number	NAMES OF SCHOLARS.	AGE.		Date of last Birthday.	FIRST MONTH.				SECOND MONTH.			
	Write date of Monday of each week.	Yrs.	Mos.		1st Week.	2d Week.	3d Week.	4th Week.	5th Week.	6th Week.	7th Week.	8th Week.

I certify that the above record is correct for the month ending ....

.... *Teacher.*

I certify that the above record is correct for the month ending ....

....*Teacher.*

The sum of attendances can go in the

190   , and ending   190   , taught by

THIRD MONTH.				FOURTH MONTH.				FIFTH MONTH.				SUMMARY FOR TERM	
9th Week.	10th Week.	11th Week.	12th Week.	13th Week.	14th Week.	15th Week.	16th Week.	17th Week.	18th Week.	19th Week.	20th Week.	No. of Days Attendance.	No. Times Tardy.

I certify that the above record is correct for the
month ending ....

.... Teacher.

Saturday column of each week.

I certify that the above record is correct for the
month ending ....

.... Teacher.

I certify that the above record is correct for the
month ending ....

.... Teacher.

Record of attendance in the   district, for the term commencing

Scholar's Number	NAMES OF SCHOLARS.	AGE.		Date of last Birthday.	FIRST MONTH.				SECOND MONTH.			
	Write date of Monday of each week.	Yrs.	Mos.		1st Week.	2d Week.	3d Week.	4th Week.	5th Week.	6th Week.	7th Week.	8th Week.

I certify that the above record is correct for the month ending ....

.... *Teacher.*

I certify that the above record is correct for the month ending ....

.... *Teacher.*

The sum of attendances can go in the

190   , and ending   190   , taught by

THIRD MONTH.				FOURTH MONTH.				FIFTH MONTH.				SUMMARY FOR TERM	
												No. of Days Attendance.	No. Times Tardy.
9th Week.	10th Week.	11th Week.	12th Week.	13th Week.	14th Week.	15th Week.	16th Week.	17th Week.	18th Week.	19th Week.	20th Week.		
M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S	M Tu W Th F S		

I certify that the above record is correct for the month ending ....

.... Teacher.

I certify that the above record is correct for the month ending ....

.... Teacher.

I certify that the above record is correct for the month ending ....

.... Teacher,

Saturday column of each week.

Record of attendance in the district, for the term commencing

Scholar's Number	NAMES OF SCHOLARS.	AGE.		Date of last Birthday.	FIRST MONTH.				SECOND MONTH.			
		Yrs.	Mos.		1st Week. M Tu W Th F S	2d Week. M Tu W Th F S	3d Week. M Tu W Th F S	4th Week. M Tu W Th F S	5th Week. M Tu W Th F S	6th Week. M Tu W Th F S	7th Week. M Tu W Th F S	8th Week. M Tu W Th F S

Write date of Monday of each week.

I certify that the above record is correct for the month ending ....

.... Teacher.

I certify that the above record is correct for the month ending ....

.... Teacher.

The sum of attendances can go in the

190 , and ending   190 , taught by

THIRD MONTH.				FOURTH MONTH.				FIFTH MONTH.				SUMMARY FOR TERM	
9th Week.	10th Week.	11th Week.	12th Week.	13th Week.	14th Week.	15th Week.	16th Week.	17th Week.	18th Week.	19th Week.	20th Week.	No. of Days Attendance.	No. Times Tardy.

I certify that the above record is correct for the month ending .... *Teacher.*

I certify that the above record is correct for the month ending .... *Teacher.*

I certify that the above record is correct for the month ending .... *Teacher.*

Saturday column of each week.

Record of attendance in the district, for the term commencing

Scholar's Number	NAMES OF SCHOLARS.	AGE.		Date of last Birthday.	FIRST MONTH.				SECOND MONTH.			
	Write date of Monday of each week.	Yrs.	Mos.		1st Week.	2d Week.	3d Week.	4th Week.	5th Week.	6th Week.	7th Week.	8th Week.

I certify that the above record is correct for the month ending ....

.... Teacher.

I certify that the above record is correct for the month ending ....

.... Teacher.

The sum of attendances can go in the

190 , and ending   190 , taught by

THIRD MONTH.				FOURTH MONTH.				FIFTH MONTH.				SUMMARY FOR TERM	
9th Week.	10th Week.	11th Week.	12th Week.	13th Week.	14th Week.	15th Week.	16th Week.	17th Week.	18th Week.	19th Week.	20th Week.	No. of Days Attendance.	No. Times Tardy.

I certify that the above record is correct for the month ending .... *Teacher.*

I certify that the above record ie correct for the month ending .... *Teacher.*

I certify that the above record ie correct for the month ending .... *Teacher.*

Saturday column of each week,

TEACHERS' REPORT.

[The small figures ¹, ², ³, ⁴, ⁵ refer to the notes below.]

Length of Fall Term in weeks, _12_ in days,¹ _60_   Average attendance, Fall Term,⁵ _8·55_

" Winter " "   " Winter "

" Summer " "   " Summer "

Number of school weeks in year, _36_ School days in year   Wages of teacher per month, Fall Term,⁵ _$20_

Whole number of scholars in Fall Term, _12_   " " " Winter "

" " " Winter "   " " " Summer "

" " " Summer "   Number of daily class recitations, Fall Term, _20_

Number of different scholars registered in the year,²   " " " Winter "

Number of these registered in other schools of the town,³   " " " Summer "

Aggregate attendance in days, Fall Term,⁴ _313_   " Books of Reference, . _Webster's Dictionary_

" " " Winter "   " Volumes in Library,

" " " Summer "   Maps, _Europe, Asia, N. America, North & South America and U.S._

1. Give the time the school has *actually been* in *session*, exclusive of vacations, but including legal holidays which occurred on school days. Also include days when the school was closed on account of Teachers' Institutes or other educational meetings. State the amount in weeks, also in days, e. g., 14 weeks or 70 days.

2. Pages 2, 3, 4 and 5.

3. If scholars are transferred during the term or year from one public school in the town to another in the same town, or to and from one department to another of the same school, a list giving the names of such scholars should be furnished to the School Visitors, that the same scholar may not be counted twice by them in their annual return of the "whole number of scholars" attending school. Careful inquiry should be made whenever pupils enter at any other time than the first of school year.

4. *The aggregate attendance* is the whole number of days that all the scholars have actually attended school during the term. Divide this sum by the number of *actual* school days in the term, not including in the divisor any days on which the school was closed because they were legal holidays, or because of Teachers' Institutes or other educational meetings; the quotient will be the "*average attendance.*"*

If any scholar has been present less than ten days during the term, such scholar is not to be regarded as an attendant; and the number of days he was present is not to be counted in ascertaining the aggregate or average attendance.

Teachers are desired to be *accurate* in the record of attendance, and in computing the average attendance. If fractions are given, let them always be decimals.

5. When teachers provide their own board, no notice is to be taken of it in giving the wages per month; but when it is furnished by the District, or by individuals, its value is to be added to the wages. That is, include in the answer, *all* received as compensation for services, whether money or board, estimating the value of the board in money.

* The result thus obtained is the average attendance of the whole number of scholars who have been members of the school at any time during the term, except those excluded by direction of No. 3 above. It is the result to be returned by the School Visitors (added to similar averages of other schools) to the Secretary of the Board, and is desired in order to show the extent of absenteeism from the Public Schools.

If the School Visitors desire to have ascertained the average attendance of the number belonging to the school each week of the term, such an average may be reported by the teacher, when requested by the visitors. It would show the rank of comparative merit, in respect to attendance, of the several schools of the same town; and if exhibited in the Annual School Report, would be useful and deserved testimony of merit for the encouragement of teachers and scholars.

Teacher will enter below, the names of school officers and other visitors and the date of visits.

NAMES.	NAMES.
Sept. 9 Roy Porter	Oct. 17 Mr Frank Gordan
Sept 12 Grace A. Curtis.	" 17 Mrs Frank Gordan
Sept 12 Grace E. Barrett	Oct 19 Marta Urban Carpenter
Sept 16 Mrs Lewis Harrington	" 19 Miss Hattie Morse
" 16 Myra Harrington	Oct 25 Miss Louise Crawford
Sept 17 Mr. H. G. Barber V.C.	" 25 Miss Etta Underwood
" 17 Mr. Walter Barrett	" 25 Mrs Thomas Harman
" 17 Mr. Charlie Morse	" 28 Mr Thomas Harman
Sept 19 Miss Louise Bush	Oct 31 Mr Willie Harman
" 19 Miss Helen Baldwin	" 31 Mr Alonzo Underwood
Sept 20 Mr George Engals	" 31 Miss Mary Lawson
Sept 20 Miss Louise Bush	" 31 Mr Howard Barber
" 23 Mr. Willie Curtis	" 31 Mrs Howard Barber
Sept 30 Miss Nellie Miller	Nov 5 Mr Howard Barber
Oct. 1 Mr. W. S. Oates	" 14 Mrs Lewis Harrington
Oct. 4 Rev. Harry Lawson	" 14 Miss Myra Harrington
" 7 Mr. Frank Gordan	Nov. 19 Mr. W. S. Simmons
Oct. 8 Mrs John Ethridge	" 19 Mr Howard Barber
" 8 Mrs Lizzie Hewlett	" 19 Mrs Howard Barber
" 8 Master White Hewlett	" 20 Mr Frank Gordan
" 8 Walter Hewlett	Nov 22 Miss Chloe Esterbrook
" 8 Miss Chloe Esterbrook	" 22 Miss Nellie Miller
" 8 Mrs Barber	
" 8 Miss Nellie Miller	

EXAMINATION OF TEACHERS.

SECTION 2222.—The State Board of Education may, upon public examination in such branches and upon such terms as it may prescribe, grant a certificate of qualification to teach in any public school in this State, and may revoke the same; such certificate may be accepted by any board of school visitors or board of education, in lieu of examinations now prescribed by law.

The certificate of qualification to teach, issued under Section 2222 of the General Statutes, shall be accepted by boards of school visitors, boards of education, and town school committees, in lieu of the examination required by Section 2135 of the General Statutes.

Examinations will be held in any town upon request of board of visitors or town school committee.

SCHOOL LIBRARY GRANT.

By the law of the State, the sum of ten dollars is appropriated from the State Treasury, as the first installment to every school district which raises a like amount for the purchase of library or apparatus; and the sum of five dollars is appropriated every subsequent year, on condition that the district raises a like amount for the current year.

SECTION 2218.—The Treasurer of the State, upon the order of the Secretary of the Board of Education, shall pay ten dollars to every school district, and to every town maintaining a high school, which shall raise by tax or otherwise a like sum for the same purpose, to establish within such district or for the use of such high school, a school library, composed of books of reference and other books to be used in connection with school work, and to procure maps, globes, or any proper philosophical or chemical apparatus; and the further sum of five dollars annually, upon a like order, to each such district or town which has raised a like sum for the current year, for maintaining or replenishing such library or apparatus. And if the number of scholars in actual attendance in any such district or high school exceeds one hundred, the Treasurer shall pay ten dollars in the first instance, and five dollars annually thereafter, for every one hundred or fractional part of one hundred scholars, in excess of the first hundred. The expense incurred by any district in accordance with the provisions of this section, may be reckoned among its incidental expenses, and be defrayed in the manner provided in this title for such incidental expenses.

SECTION 2219.—The selection of all books and apparatus to be purchased shall be made or approved by the board of school visitors, which shall also prescribe the rules for their management, use and safe keeping.

Public Acts, 1889, Chapter 17: The joint board of selectmen and school visitors in each town shall have power to appropriate money for the purchase of books and apparatus to be used in the public schools of the town. The money thus appropriated shall be expended by a committee on libraries and apparatus, which shall be annually appointed by the school visitors, to whom the treasurer of the town shall pay such money upon the written order of such committee. The Treasurer of the State upon the order of the Secretary of the State Board of Education shall annually pay the said committee five dollars for every public school within said town, and if the number of scholars in any public school within the town exceeds one hundred, the Treasurer shall annually pay to said committee five dollars for every one hundred scholars and fractional part of one hundred scholars in actual attendance at such school; *provided, however,* that no greater amount shall be paid to such committee by the State than is paid during the same year by the town for the same purpose; *and further provided,* that any amount paid by the State under Section 2218, of the General Statutes, to any district or for any high school within said town shall be deducted from the amount payable under this act. The books and apparatus purchased under the provisions of this act shall be and remain the property of the town, and under the care and control of the said committee on libraries and apparatus.

When a town constitutes one district, the law is as follows:

SECTION 2202.—Every such town shall be entitled to receive from the State annually, and upon the conditions prescribed for school districts, for the purposes of school libraries, a sum not exceeding the aggregate amount which the former districts of said town might have received in like circumstances.
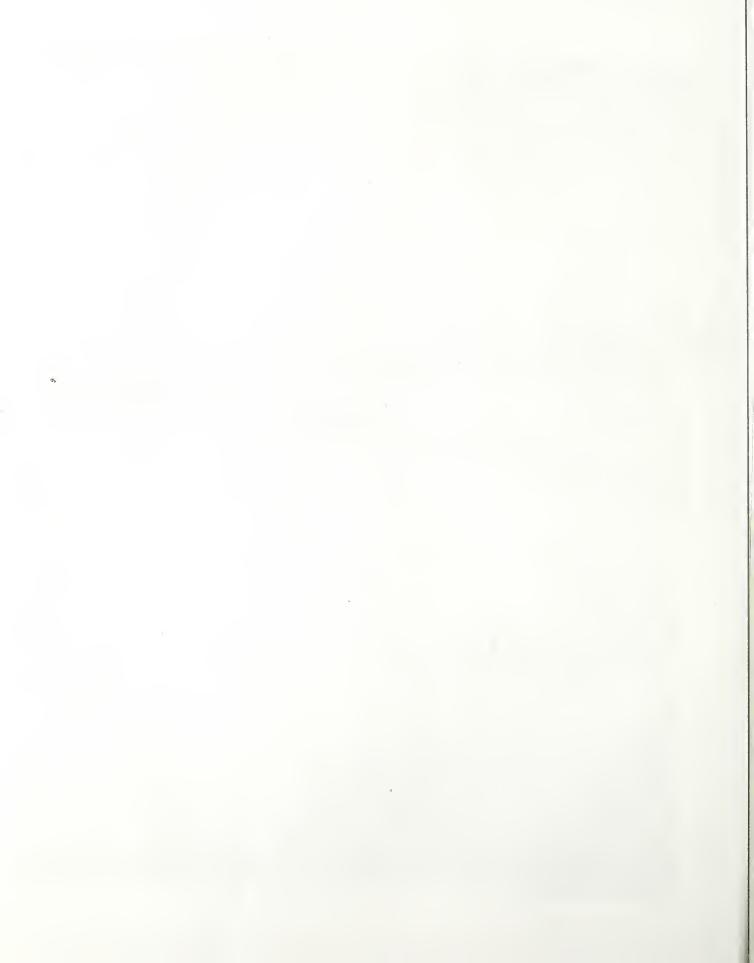
The words "*actual attendance,*" in the second sentence of Section 2218, are construed as meaning the whole number of *different* scholars *registered* in the public schools of the district within the twelve months previous to the date of the application for the State appropriation.

A check for the amount due any district will be sent to every committee who complies with the conditions of the law. Towns or districts desiring to avail themselves of this privilege should therefore send to the Secretary of the Board of Education a certificate corresponding to the requirements of the case, as directed by the school law. Blank certificates are furnished by the Secretary upon application.

The money thus raised and received by the district must be expended for books and apparatus approved by the School Visitors of the town. If a library committee has been appointed by the School Visitors, this committee purchases the books. (See law of 1889 above.)

In drawing library money under the above acts, the library year coincides with the calendar year.

The State Board of Education will send lists of books suitable for school libraries and will gladly assist committees and teachers in the selection and purchase of books.